



- Present:** Rev Alice Whalley (AW) – Chair, Amanda Healey (AH), Rupert Bagilhole (RB), Ian Beggs (IB), Levison Kandi (LK), Stephen Vinall (SV), Fiona Graham (FG), Lara Coleman (LC)
- In attendance:** Fiona Keeling (FK) – Associate Member
Sharon MacKenzie (SM) – Clerk
- Apologies:** Fr David Clues (DC), Stephen Lawrenson (SL)
- Quorum:** 8 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the headteacher and deputy are highlighted in bold.

Item	Discussion and decisions
1.	<p>Welcome / apologies for absence and declarations of interest</p> <p>AW, as Vice Chair of Governors, chaired the meeting in the absence of DC. The GB accepted the apologies of DC and SL. There were no declarations of interest.</p>
2.	<p>Minutes of the meeting held on 23.11.15</p> <p>Governors agreed the minutes were an accurate representation of the meeting.</p> <p>Matters arising: outstanding actions are listed below.</p> <p>ACTIONS</p> <p>2.1 Foundation governor vacancies: AH spoke to Richard Walton and identified a prospective governor, but unfortunately she didn't have time to take on the role. Governors discussed other people to approach – AW to talk to Robert Norbury.</p> <p>2.2 Clerk has arranged for Safer Recruitment online training for six governors and senior staff, who now need to register and carry out training</p> <p>2.3 Clerk to develop a policy schedule with review dates</p> <p>2.4 AH to complete Pay Policy – then in policy file and website</p> <p>2.5 AH to provide a separate Pupil Premium report for governors re children in care and will share more detailed information with AW as safeguarding governor</p> <p>2.6 Governors to give AH a copy of their DBS form when received</p> <p>2.7 RB and SV/AW to book on HT Appraisal training in the 2016/17 year</p> <p>2.8 Clerk to add to next T&L Committee agenda: review all subject leaders' action plans</p> <p>2.9 AH to identify subject leader to make short presentations at FGB in spring term</p> <p>2.10 Presentation to FGB in summer term 2016 on the wider curriculum – clerk to add to agenda</p>



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3.	<p>Governor membership</p> <p>Vacancies Stephen Lawrenson has been reappointed as a foundation governor by the Diocese. Governors recognised that they must ensure that meetings are accessible for all, so AH will check if there is any extra support he needs to help him participate.</p> <p>Governor Induction Process Governors discussed updating the school's governor induction process. The current policy was circulated, as was a recent policy updated at a local school. It was agreed that there should be a paragraph added about understanding the ethos of the school, which DC will contribute a short paragraph on. Added to the list of useful documents should be a list of all staff and their responsibilities and a calendar of school term dates.</p> <p>New governors were asked what would be useful and they agreed:</p> <ul style="list-style-type: none"> • Remove the finance documentation, as it is better to read in context with explanations from others • Links to useful websites • Code of conduct (NB there are two for foundation governors, as one from Diocese) • Ethos and vision of the school • Key pages on website in order to become familiar with documents <p>Governors agreed that more work needs to be done on visioning so DC and AW will have an initial conversation and present a draft report at the next meeting that can then be amended before consulting with stakeholders. AH and the clerk will draft the new induction policy and then ask new governors for further input.</p> <p>Governors agreed that more information would be useful on the governor nomination, making it clear what is expected. Clerk to update.</p> <p>3.1 AH to meet with SL to discuss his requirements to enable access to meetings etc 3.2 Governor Induction Policy: DC to add a paragraph on ethos; AH/clerk to draft new induction policy and then to new governors for further input 3.3 DC and AW to have initial meeting re visioning – to present a draft at next FGB and then to stakeholders 3.4 Clerk to update governor nomination form to clarify the expectations of governors (time required etc)</p>
4.	<p>Proposed Admissions arrangements for 2017/18</p> <p>AH reported that this was out to consultation and had been published on the website, to the local authority, Diocese and other voluntary aided schools.</p>



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	<p>A confidential submission has been received re equalities legislation and AH has received advice from the Diocese that the proposed arrangements are lawful with the 2014 Admissions Code. However, the issues that have been raised are beyond one school and need to go to the highest level as it affects all schools. It was recommended not to make a change at the moment but to write to the Diocese to ask for it to be considered on behalf of all church schools. The Diocese of Chichester would like it to be added to the agenda for the national conference in March and then to the DfE.</p> <p>Q: Who accepts the challenge if we have a case of this nature in our school? A: As the admissions authority, we can be open to challenge.</p> <p>Governors debated whether we could assess each case individually, but still raise the issue formally with the Diocese, or whether there were too many implications to stand on our own as we could be vulnerable. It was encouraging that this will go to the next level, as lawyers will then become involved, which is why we need to be careful about making individual decisions before this has happened.</p> <p>Governors agreed to the following:</p> <p>ACTIONS</p> <p>4.1 LC/AH to draft an updated admissions form to clarify about family circumstances and what this can mean – then to Diocese</p> <p>4.2 DC to write to the Diocese, saying that the GB feels there are potential issues with the admissions criteria and equalities legislation, and we would like our concerns to be considered on behalf of all church schools</p>
5.	<p>School/Governors' Action Plan 2015-16</p> <p>AH had sent the updated action plan to governors with the evaluation from last term.</p> <p>Q: The frequency of observations seems more than the guidelines from the National Union of Teachers (NUT) states A: As the school is 'requiring improvement' we need to keep monitoring, but this is done in a more supportive way than formal observations. Staff realise this is necessary and they are more like drop-ins. IB confirmed that there is not so much pressure with this type of observation.</p> <p>AH reminded the GB that the staff/governors meal last year was much appreciated by staff and it was agreed that another one should be arranged for the summer term</p> <p>Q: Are there areas you would still be concerned about if HMI or Ofsted visited? A: More work needs to be done with curriculum leaders.</p>



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	<p>Governors agreed it would be useful to monitor this in greater depth at the next Teaching & Learning Committee – clerk to add to agenda.</p> <p>It was agreed that other specific governor monitoring would be carried out as follows:</p> <ul style="list-style-type: none"> • RB to visit Helen Banks and take on Maths and More Able monitoring to take some of the pressure off AW • IB to liaise with FG to view Numbers Count this term and to explain strategies that are used with specific cohorts of children. • AW to meet with AH and FL for data visit <p>ACTION</p> <p>5.1 AH to arrange another staff/governors meal for the summer term</p> <p>5.2 Clerk to add to T&L agenda: Monitoring the work of curriculum leaders</p> <p>5.3 Governor visits: RB to take on Maths and More Able monitoring – meet with co-coordinators termly; three governors to carry out termly learning walk to look at writing; IB to liaise with FG to view Numbers Count this term and then next workshop, clarifying strategies that we use with specific cohorts of children; AW to meet with AH & FK for data visit; AH to share completed governor visit forms with staff</p>
6.	<p>Governor Visits</p> <p>Governors discussed the possibility of having a day where all governors would carry out a school visit. This would help build relationships and governors could explain to staff about their role in helping them to help the school. The clerk reported that governor days or weeks happen in other schools and will report back from the Hertford Junior Governor Day at the next Teaching & Learning Committee.</p> <p>The 'Deep Dive' report that had been circulated reiterated the need for further development of governors' monitoring role. Governors were reminded that all visits should be recorded in the file in the school office and a report written for each one. This is not just for classroom visits but also assemblies, learning walks etc.</p> <p>Q: There was some variation in the practice of teaching assistants. How developed are they and how is best practice spread?</p> <p>A: TAs carry out training on INSET days and other courses in relation to their individual training needs. At the INSET in January, TAs and mentors had attachment training with Patcham Infant which they found really informative. They have a meeting every week with the SENCO (line manager) who will pick up and log specific issues. There is a staff meeting from the Behaviour and Inclusive Learning team (BILT) and TAs are being invited to that.</p> <p>Q: How do you ensure that their learning is put into place?</p> <p>A: We carry out drop-ins and provide feedback.</p>



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	<p>Q: How far has the school got re appraisal of support staff? A: We have a plan in place but need to move forward on this.</p> <p>Governors asked for this to be added to the next Resources Committee agenda. Clerk to find out if there is good practice that can be shared from other schools.</p> <p>Q: When viewing a Monday morning assembly, there were a lot of staff missing. This can be the time when the HT and SLT set the tone for the week, with everyone hearing the same message – could more support staff attend? A: Agree it has a lot of value, but this is the only time that TAs can meet together during the week, which is also important.</p> <p>Q: In the long term, could we pay an extension of an hour for them to meet at a different time of the week? A: This could be investigated and we could ask the current staff if anyone is willing to stay late.</p> <p>ACTION 6.1 Next T&L agenda – clerk to report back from HJS governor day 6.2 All governors to fill in a governor visits form when they come into school 6.3 Next Resources agenda – Support Staff Appraisal – clerk to find out best practice from other schools</p>
7.	<p>Review of Autumn Term Data</p> <p>Governors discussed whole school attainment at December 2015.</p> <p>37% of children are at age related expectations (ARE) for writing and maths at Y6, which is below the December target and considerably lower than the end of year target (67%). Our School Partnership Adviser has confirmed that this is 'requires improvement' by Ofsted standards and if we go below the floor target of 65% we could be in special measures. We therefore have interventions in Year 5 & 6 for writing. This is a very disaffected cohort for various reasons.</p> <p>Q: How many of these children have been with us since the beginning? A: RAISEonline shows that this is an interesting cohort, but progress has not been good, which we do have control over.</p> <p>Q: What is the shortest period of time you can identify progress? Should we monitor more regularly by having more T&L Committee meetings? A: At the next committee meeting we will have this as a top priority.</p>



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	<p>Q: How are you deploying your best TAs in the school? How are you working with parents to work with their children at home? A: We will look at these in more details at the next T&L Committee.</p> <p>Q: Y1 figures are also below target – how can that be explained? A: That cohort has a number of children with very limited pre-schooling and significant EAL. So we're looking at data with and without those children.</p> <p>Governors also asked for this to be discussed more fully at T&L Committee and for AH/FK to provide a full presentation at the next FGB meeting for all governors.</p> <p>AH added that the local authority has recognised that we have good systems in place to address this. Governors recognised that visits are a good way to further understand the back story behind the data.</p> <p>ACTIONS 7.1 Clerk to add to next T&L Committee agenda – further investigation of the Y1 and Y6 figures 7.2 AH/FK to provide a full presentation on termly data at next FGB</p>
8.	<p>Record of class visits by headteacher</p> <p>A report was tabled of class visits undertaken by the HT.</p> <p>Q: How are we assessing the next stage, after strengths and areas for development have been identified? A: This is outlined on teachers' individual records, so we can follow this up. We can add this to the document for next time. At each drop-in, I challenge more each time. This model is also being used for book scrutinies and planning scrutinies.</p> <p>FK tabled an anonymised book scrutiny, where progress against action points is RAG rated. Teachers receive individual feedback and any red areas are followed up weekly.</p> <p>Governors asked FK to bring an anonymised example to the next FGB of an individual teacher's profile to see how it all joins up.</p> <p>ACTIONS 8.1 AH to add an extra section on the class visits record, outlining what teachers have done to address any areas for development 8.2 FK to provide governors with English presentation at the next FGB with one teacher's profile</p>



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9.	<p>Feedback from Resources committee (Teaching & Learning committee has not met since last FGB meeting)</p> <p>Resources Committee – looked at the Schools' Financial Value Standard (SFVS) and reviewed what actions we need to take. Also monitored the budget and the governors' account – waiting to hear back from the Diocese re building work.</p> <p>Q: Is spending in line with predicted plans? A: Yes, and will be looking at benchmarking at the next meeting.</p>
10.	<p>Governor training</p> <p>The clerk had circulated a report on training attended and identified training opportunities coming up. In the last term, IB had attended RAISEonline training (LA), AW had attended safeguarding training (LA) and admissions training (Diocese) and three new governors had attended the LA's governor induction programme. Feedback was positive and other new governors were strongly encouraged to book onto the induction programme in particular. The clerk had also identified that those on Resources should attend any finance training (dates supplied). LK, IB and the clerk have booked on the Diocese induction course on 25.02.16.</p> <p>10.1 All governors to identify appropriate courses to attend in next term</p>
11.	<p>Urgent action by chair There was none.</p>
12.	<p>Urgent business not on agenda There was none.</p>
13.	<p>Dates/focus of future meetings</p> <ul style="list-style-type: none"> • 07.03.15, 09.05.16, 11.07.16 (all 6.00 – 8.00pm) • Resources Committee: 04.03.16 (8.30 – 10.00am) • Teaching & Learning Committee: 01.03.16 (4.30 – 6.00pm)

Signed *A. Hally* Chair of Governors

Date 7/3/16



Summary of actions

- 2.1 Foundation governor vacancies: **AH** spoke to Richard Walton and identified a prospective governor, but unfortunately she didn't have time to take on the role. Governors discussed other people to approach – **AW** to talk to Robert Norbury.
- 2.2 **Clerk** has arranged for Safer Recruitment online training for six governors and senior staff, who now need to register and carry out training
- 2.3 **Clerk** to develop a policy schedule with review dates
- 2.4 **AH** to complete Pay Policy – then in policy file and website
- 2.5 **AH** to provide a separate Pupil Premium report for governors re children in care and will share more detailed information with **AW** as safeguarding governor
- 2.6 **Governors** to give **AH** a copy of their DBS form when received
- 2.7 **RB** and **SV/AW** to book on HT Appraisal training in the 2016/17 year
- 2.8 **Clerk** to add to next T&L Committee agenda: review all subject leaders' action plans
- 2.9 **AH** to identify subject leader to make short presentations at FGB in spring term
- 2.10 Presentation to FGB in summer term 2016 on the wider curriculum – **clerk** to add to agenda

- 3.1 **AH** to meet with SL to discuss his requirements to enable access to meetings etc
- 3.2 Governor Induction Policy: **DC** to add a paragraph on ethos; **AH/clerk** to draft new induction policy and then to new governors for further input
- 3.3 **DC** and **AW** to have initial meeting re visioning – to present a draft at next FGB and then to stakeholders
- 3.4 **Clerk** to update governor nomination form to clarify the expectations of governors (time required etc)

- 4.1 **LC/AH** to draft an updated admissions form to clarify about family circumstances and what this can mean – then to Diocese
- 4.2 **DC** to write to the Diocese, saying that the GB feels there are potential issues with the admissions criteria and equalities legislation, and we would like our concerns to be considered on behalf of all church schools

- 5.1 **AH** to arrange another staff/governors meal for the summer term
- 5.2 **Clerk** to add to T&L agenda: Monitoring the work of curriculum leaders
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- 6.1 Next T&L agenda – **clerk** to report back from HJS governor day
- 6.2 **All governors** to fill in a governor visits form when they come into school
- 6.3 Next Resources agenda – Support Staff Appraisal – **clerk** to find out best practice from other schools

St Bartholomew's CE Primary School
Full Governing Body Meeting
Monday 25 January 2016, 6.00 – 8.00pm



7.1 **Clerk** to add to next T&L Committee agenda – further investigation of the Y1 and Y6 figures

7.2 **AH/FK** to provide a full presentation on termly data at next FGB

8.1 **AH** to add an extra section on the class visits record, outlining what teachers have done to address any areas for development

8.2 **FK** to provide governors with English presentation at the next FGB with one teacher's profile

10.1 **All governors** to identify appropriate courses to attend in next term

